



Missouri Department of Elementary and Secondary Education

— *Making a positive difference through education and service* —

February 2008

TO: School Administrators

FROM: Tom Quinn

RE: Missouri School Facilities Workshop - [Pre-enrollment form](#).

The school facilities director/support staff workshops have been scheduled as follows:

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| <u>JEFFERSON CITY</u> June 4, 5 & 6 Lewis and Clark Middle School 325 Lewis & Clark Drive | <u>GRAIN VALLEY</u> June 11, 12 & 13 Grain Valley Middle 901 SE Ryan Rd |
| <u>BRANSON</u> June 18, 19 & 20 Branson High School 935 Buchanan Road | <u>TROY R-III</u> June 24, 25 & 26 (Tuesday, Wednesday & Thursday) William R Cappel Elementary 121 Hampel Rd |
| <u>SIKESTON R-6</u> July 9, 10 & 11 TBA | |

The Missouri Department of Elementary and Secondary Education, in cooperation with the Missouri School Plant Managers Association have scheduled five school facilities workshops for 2008. Each workshop will be in session a total of three days, eight hours per day.

In order to have adequate staff and instructional materials available, it is necessary that we know as near as possible the exact number of people from your district who will be attending a workshop. It is essential that the pre-enrollment form show the course in which your staff will be enrolled. Because of the funding requirements, we must have at least (10) persons enrolled in a class before it can be offered, i.e., Housekeeping, Maintenance and Repair, Heating-Ventilation-Air Conditioning, and Supervision of Support Services (*supervisory level people only*).

The attached form should be completed and returned as soon as possible to the appropriate workshop coordinator.

Attachment.